

**United States Bankruptcy Court
Southern District of Florida**
www.flsb.uscourts.gov

**Clerk's Instructions for
Electronic Public Access Services**

Note: Local Rule 5003-1(A) provides as follows:

Rule 5003-1. Records Kept by the Clerk.

(A) Automated Information Available. Certified Copies of Court Records. Although public access to case and proceeding dockets, claims registers, hearing calendars, and certain other information maintained in the court's automation systems is available through electronic access, such information is not deemed to be the official court record. Certified copies of official court records may be obtained from the clerk upon payment of any applicable search and copy fees.

DIRECTORY OF PUBLIC ACCESS SERVICES

VCIS - Voice Case Information System

This service allows access to the court's database for basic case information by means of a touch tone telephone. A participant's name, case number or SS# or Tax ID must be typed on the telephone keypad and if matched, corresponding case information will be read by the computer to the calling party.

Telephones: (305) 536-5979, 536-5696, 536-5972, 536-5973 and (800) 473-0226.

Court Web Site: <http://www.flsb.uscourts.gov>

Anyone with access to the Internet can visit our web site to obtain a wide array of court information. Features that are available on our web site include: general court information (such as court locations, office hours, and staff directory), local rules, administrative orders, and local and official forms, filing and fee information, judges' hearing calendars, court opinions, latest court news, employment information, FAQ's, and links to related web sites.

WebPACER - <http://pacer.flsb.uscourts.gov>

WebPACER is a fee-based service that allows Internet users access to official bankruptcy case information. Information available includes listings of new filings, case information accessible by case number, participant's name, or by SS#/Tax I.D., docket information for non-archived cases, updates of claims registers, and creditor mailing lists. In addition, WebPACER allows subscribers to retrieve claim forms and attachments for all asset cases filed in the court as of September 1, 1993, which have been scanned and imaged using optical scanners. Those wishing to access the WebPACER system will need to register with the San Antonio PACER Billing and Support Center (<http://pacer.psc.uscourts.gov>), in order to establish a subscriber account and obtain the proper access codes.

Public Query PC's

Public query PC's are located near the intake section in the Miami, Fort Lauderdale and Palm Beach offices as well as in the records section on the 15th floor of the Miami Federal Building. For viewing or printing claims, there are two public retrieval stations in the Miami attorney viewing room. Images and claims registers can be printed from these stations for a fee (see last page for fee schedule). Satellite retrieval stations are located in West Palm Beach and Fort Lauderdale divisional offices. Each office has one claims retrieval station for public use.

VCIS

Voice Case Information System

What Does VCIS Offer?

Dialing in from any touch tone phone will enable you to hear the latest information on a case, including:

- ▶ *Case Number*
- ▶ *Name of debtor or parties*
- ▶ *Social Security # and/or Tax I.D.*
- ▶ *Case filing date or reopened date*
- ▶ *Voluntary or involuntary filing*
- ▶ *Case Chapter*
- ▶ *Business or Consumer*
- ▶ *The attorney for the case*
- ▶ *Date converted & converted chapter*
- ▶ *The trustee*
- ▶ *The Judge*
- ▶ *The status of the case*
- ▶ *341 meeting date, time, place**
- ▶ *Deadline to file claims**
- ▶ *Discharge and closed date*
- ▶ *Disposition*
- ▶ *If the case has assets*

**Expired deadlines will not be reported.*

What do I Need To Use It?

All you need is a standard touch tone phone. The information you select will be read to you by a computer generated synthetic voice.

How Much Does VCIS Cost?

This information service is provided free of charge.

When Is It Available?

As a rule you may call for information at any time, 7 days a week. The major exception is between 7:00 PM and 10:45 PM Monday - Friday when the computer is unavailable.

How Do I Find A Case?

When you call the special VCIS number, the computer will answer the phone and ask you to press "1" to hear instructions, "2" to search by case number, "3" to search by participant name, or "4" to search by SS #. Using your telephone keypad, enter the case number or the name of the debtor. A few seconds after pressing the # key the computer will read the most recent information available about the case.

If there is more than one name found, it will read up to 5 cases. If you are not interested in the case that is being read, press any key to go on to the next case.

To Access VCIS Call:

***(305) 536-5979, 5696, 5972, 5973 or
(800)-473-0226***

Court Web Site:

<http://www.flsb.uscourts.gov>

About our Web Site...

The Bankruptcy court now offers a considerable amount of information through its web site, available to anyone with access to the Internet. This service is available virtually 24 hours a day, except during brief periods for necessary maintenance.

Our site has been designed and tested to provide visitors with easy access to most essential court information, using a set of clearly-marked navigation buttons on the left side of each page. In addition, our site includes a “frequently asked questions” button (FAQ), which answers many technical questions that customers may have, such as: Which browsers are compatible with this site? What screen resolution should I use when viewing this site? What “add-on” programs do I need in order to view the documents that are available?

PLEASE NOTE: There is no access fee charged for using the court’s Internet web site.

SUMMARY OF SERVICES

- ▶ Photos of each court building, which serve as hyperlinks to: courthouse street addresses, “how do I get there?” directions, court staff directories, color-coded maps showing the cities belonging to each of the court’s three divisions, a display of judges assigned to each division, and special procedures that pertain to each judge.
- ▶ A list of all court local rules, current administrative orders, local forms, court’s guidelines and clerk’s instructions, an interactive proof of claim form that can be filled out on-screen (Adobe Acrobat Reader is required), and official bankruptcy forms.
- ▶ Court office hours, location of files, Chapter 7 trustee list, register of mediators, post judgment interest rates, attorney admissions information, ADA information.
- ▶ Case information, including links to: WebPACER (please note: an access code is required to enter WebPACER), Chapter 13 341 first meeting and confirmation hearing dates, Chapter 13 trustees’ web sites, case filing statistics, and a list of bankruptcy cases closed the previous week.
- ▶ Filing fee schedules, filing requirements, and after-hours filing locations.
- ▶ Judges’ hearing calendars.
- ▶ Court opinions (published opinions and selected unpublished orders).
- ▶ Latest court news.
- ▶ Links to other related web sites.

If you have questions or comments regarding our web site, you may send us an e-mail by addressing it to: Webmaster_FLSB@flsb.uscourts.gov.

WebPACER

<http://pacer.flsb.uscourts.gov>

ABOUT WebPACER...

WebPACER is a service which allows you to retrieve case information, docket summaries, images of bankruptcy proofs of claim and their attachments from your home or office using your personal computer (equipped with an Internet browser and an image viewer; claims images are now in TIFF format, but they will be converted to PDF format in mid-2003). This service is available throughout the day, except between 7:00PM and 1:00AM Mon.-Fri., or during brief periods for necessary maintenance.

All case information entered into the court's main database system, and all bankruptcy claims that are scanned into the court's electronic claims image database, are usually accessible through the WebPACER system the next day. The following information is provided: case dockets, claims images, claims registers, and creditor mailing lists. You may have this information transmitted to you, ready to print on your own printer.

PLEASE NOTE: An access fee of \$.07 per page viewed is assessed for access to PACER service on the Internet, with certain exceptions (see last page for fee schedule).

For more information on WebPACER, inquire at the Intake counter, register by calling 1-800-676-6856, or visit the PACER Service Center web site at <http://pacer.psc.uscourts.gov>.

SUMMARY OF SERVICES

Features include:

- ▶ Use Netscape Navigator or Internet Explorer, an easy, "point-and-click" interface, to request and retrieve listings of new cases, docket sheets, and claims information using your PC equipped with Internet access.
- ▶ Request claims registers, creditor lists, and bankruptcy claims document images, searching by case number, participant's name, or SS#/Tax I.D. number.
- ▶ View individual proofs of claim and attached documents on your PC (TIFF viewer required).
- ▶ You may also download large numbers of claims images in compressed format to your PC hard drive, for viewing or printing at a later time (ZIP file converter required).

ELECTRONIC PUBLIC ACCESS MISCELLANEOUS FEE SCHEDULE

Following are fees to be charged by the courts in connection with electronic public access to court records. These fees shall apply to the United States unless otherwise stated. No fees under this schedule shall be charged to federal agencies or programs which are funded from judiciary appropriations, including, but not limited to, agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A, and bankruptcy administrator programs.

- I. For public users obtaining case information through a federal judiciary WebPACER site: seven cents per page. NOTE: The Judicial Conference has approved a limit of \$2.10 on the charges associated with any electronic document obtained through WebPACER; at this time (May 2002), the cap applies to the following electronic documents obtained from the Bankruptcy Court, Southern District of Florida: proof of claims and their attachments. The court may, for good cause, exempt persons or classes of persons from the fees, in order to avoid unreasonable burdens and to promote public access to such information. Attorneys of record and parties in a case (including *pro se* litigants) receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. No fee is owed under this provision until an account holder accrues charges of more than \$10 in a calendar year.
- II. For printing copies of any record or document accessed electronically at a public terminal in the courthouse: ten cents per page. This fee shall apply to services rendered on behalf of the United States if the record requested is remotely available through electronic access.
- III. For every search of court records conducted by the PACER Service Center, \$20.